

A Knight's Guide to Living Off Campus



STUDENT NEIGHBORHOOD RELATIONS
UNIVERSITY OF CENTRAL FLORIDA
ORLANDO, FLORIDA



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Welcome *to* UCF's Off-campus Community

Student Neighborhood Relations (SNR) has spent years listening and talking to thousands of students who, like you, have chosen to live off campus.

Whether you need help finding a place to live, a roommate, or you just need guidance, we are here to help you get the most out of your UCF experience — and make Orlando your home away from home.

Start Looking *Early*

Start looking for off-campus housing as soon as you're accepted, or about 8 to 12 weeks before moving. For instance, if you're starting class in the fall, start looking in or before May. Don't wait until the last minute — housing close to the university goes fast.



TIP

**Start looking
for housing
at least 8
to 12 weeks
prior to
moving.**

Types of Off-campus Housing



TIP

Students with disabilities who might need living accommodations should contact

Student Neighborhood Relations if assistance is needed for help finding appropriate housing.

Contact us at SNR@UCF.edu

There are numerous housing choices in Orlando, from just across the street from UCF's main campus rental spaces near UCF Downtown and beyond. To learn about some of the most popular places UCF students live off campus, please visit ucf.offcampuspartners.com. Most off-campus residences require a signed lease. Here are some of the most common types of housing available:

Student apartment communities

There are 20 furnished and 20 unfurnished student apartment communities in the UCF area. They share a few traits such as:

- Individual leases
- Furniture
- Basic utilities often included — electricity and water
- Guarantor required

Many traditional students, including freshmen living off campus, live in one of the student apartment communities.

Some other types of residences include:

- Duplexes
- Single-family homes
- Condominiums

You can often find great deals by renting a room in a private house or a duplex.

Housing-type exclusions

UCF does not offer housing specifically for married or graduate students, or temporary or short-term housing. However, if you are a student with disabilities, Student Neighborhood Relations can help you find a place that will accommodate you. Students with disabilities should register with Student Accessibility Services immediately after acceptance to UCF.

International students are urged to look for a place before arriving at UCF and may be required to present proof in advance that they have the means to pay rent. Additional resources for international students can be found at **ucf.offcampuspartners.com** for the International Student Housing Guide.

If you think living on campus might be a better option for you, contact Housing and Residence Life at 407-823-4663 or visit website: **www.housing.ucf.edu**.

What's the difference between affiliated and non-affiliated communities?

UCF-affiliated communities are located off campus, but maintain a relationship with UCF Housing and Residence Life. Knights Circle and The Pointe at Central are UCF-affiliated communities. Non-affiliated communities are privately owned and operated.

Conventional apartments

Conventional apartments are non-affiliated communities located throughout the Orlando area. Like most apartment communities, you will be responsible for the entire lease, your utilities connection and monthly bill, and all furniture.



Choosing *the* Right Place *to* Live

Where and how you live will affect your daily life throughout the school year. Make a wise choice by considering the following:

- Transportation and walk or drive time
- Available and easily accessible shopping, eateries or banks
- Laundry facilities
- Noise in the area
- Safety and size of the residence

Before you move in

Once you have found a place you're interested in, consider the points below to decide if the place is right for you.

- Can you afford the rent?
- Is there a late charge?
- Is there a possibility of a rent increase during your lease?
- How long is the lease — 7, 9 or 12 months?
- Does everything work properly?
- Is there security surveillance or a gate?
- How do you terminate the lease if circumstances change?
- How much notice do you have to give before moving out?
- Who pays for water, sewage and garbage?
- Any charges for overuse of utilities?
- Do you understand the requirements for a full refund on your security deposit?



TIP

Start your search for off-campus housing at ucf.offcampuspartners.com.

AMENITIES CHECK

Ask if your place has:

- ☐ Washer/dryer
- ☐ Stove
- ☐ Refrigerator
- ☐ Cable/Internet/phone
- ☐ Storage space
- ☐ Pool
- ☐ Fitness center
- ☐ Computer center
- ☐ Balcony or patio
- ☐ Furniture
- ☐ Working faucets, toilets, drains, etc.
- ☐ Enough study space for all residents
- ☐ Children and pet-friendly policies
- ☐ Noise restrictions
- ☐ Resident and guest parking

Turn to page 12 for an apartment comparison checklist.



REMEMBER

The place may look nice, but that doesn't mean it's right for you.



SIGNING A LEASE

Here are a few points to think about before you sign a lease:

- * Bring your lease to Student Legal Services (SLS) for review
- * Read the lease carefully (and request a copy after all parties have signed it)
- * Don't sign a lease with blank spaces
- * Don't sign a lease you don't understand
- * Ask to see your specific unit or residence – the quality of your unit is not represented by a model unit
- * Obtain in writing all additional agreements with management
- * Walk through the residence with the landlord or staff and record all damage at that time, no matter the size
- * Never pay your deposit (or your rent) in cash
- * Call or visit SLS to help with landlord/tenant issues

BREAKING YOUR LEASE

Know the details of your lease agreement as there are often fees, paperwork and a process to break your lease. Breaking your lease isn't your only option, and SNR wants you to understand what to do. If breaking your lease is not an option for you, you can:

SUBLEASE OR RELENT

A sublease is an agreement between you, your landlord and another person who rents your residence from you. This can be a difficult and time-sensitive option, and you will still be responsible for the rent and any damages to the residence. If you need assistance, contact your property manager. If you want to sublease your residence, you can post a listing on our Web site: ucf.offcampuspartners.com.

You'll still need to find someone to rent your apartment. There are often fees involved with sub or relenting.

Your Rights

Residents have rights no matter where they live. But students who live off campus are often unaware that they have just as many rights as those who live on campus.

FAIR HOUSING ACT

If your landlord refuses to rent to you based upon your race, class, gender, religion, age, physical limitations, or sexual orientation, you have the right to speak out. If you are an enrolled UCF student and you experience discrimination of any kind, free legal services are available through Student Legal Services at 407-823-2538, stulegal@ucf.edu or sls.sdes@ucf.edu, Room 304, Student Union.

YOUR RESIDENCE

Your landlord must keep your residence up to health, building and housing codes. As a resident, you have the right to a structurally sound residence, including intact windows, floors and roof. Also, remember that your landlord should exterminate your residence of all bugs, rodents, etc.; install a working smoke detector, remove garbage from premises continuously during your residence, and provide access to electricity, heat and running water.

COMPLAINTS ABOUT YOUR LANDLORD

You have the right to complain if you have concerns or are treated unfairly. Some examples of unfair treatment or abuse include:

- Business fraud or unethical actions
- Scams of any kind
- Violation of landlord/tenant laws
- Identity theft

You can contact Student Legal Services or Student Neighborhood Relations to file a complaint. If you're ready to file without our assistance, contact the Florida Division of Consumer Services at 1-800-435-7352 or the Better Business Bureau of Central Florida at 407-621-3300.

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Your Responsibilities

As a resident, you have responsibilities. You live away from home, but that doesn't release you from caring for your residence or adhering to housing laws. You have a responsibility to:

- Keep your place clean and free of garbage
- Comply with housing and health codes
- Contact the landlord when repairs are needed
- Avoid damaging the residence
- Respect your neighbors
- Control the noise level and your guests





TIP

Inform your neighbors of your party—maybe even invite them.

Having a Party

Play by the rules of your rental community. If you don't know the guidelines, ask management for a copy.

Here are a few tips:

- Check with your roommate to see if they're okay with having a party
- Stay at the party the entire time
- Invite a manageable number of guests — maybe even your neighbors
- Consider noise, parking, music, and food and drink issues
- Remove or hide all valuables and breakables
- Inform your guests about the community rules
- Check IDs — underage drinking is illegal

If your party gets out-of-hand, you could face serious consequences. You are responsible for any underage drinking, violation of noise ordinances, personal injury, property damage, and parking or lease violations that occur in or at your residence. Some possible consequences include:

- Eviction
- Fines and/or jail time
- Civil and criminal liability
- University sanctions*
- Towing or parking fines
- Personal injury liability

*Visit goldenrule.sdes.ucf.edu for a full description of UCF rules and regulations.



REMEMBER

It is your responsibility to be familiar with The Golden Rule Student Handbook.

Being a Good Neighbor

Whether you live on or off campus, you are a member of the UCF community and must adhere to The Golden Rule Student Handbook. If you aren't a good neighbor, it reflects on the UCF community. Businesses, schools and churches are neighbors, as well. Keep noise as low as possible, clean up after your parties, mow your lawn regularly, and consider joining your neighborhood association. Get to know your neighbors, be polite and talk to them, and show them respect — and they will treat you the same.



Transportation & Parking

Getting around on and off campus is pretty easy, whether or not you have a car. UCF has a number of options, including:

Off-campus shuttle service

If you need transportation to and from your apartment community, and you live near the university, you may have access to the off-campus shuttle. Buses make round trips to and from campus Monday through Friday, free of charge for UCF students. For more information, visit the parking services website at parking.ucf.edu.

On-campus shuttle service

You can travel throughout the campus on the shuttle bus. The bus schedule is Monday through Friday from 7 a.m. to 7 p.m. and is free for UCF students.

Public transportation

The Lynx bus operates in Orange, Seminole and Osceola counties, and has extensive routes throughout the tri-county area. For more information about routes and times, visit www.golynx.com.

On-campus parking

You'll need a permit to park your motor vehicle on campus. While it doesn't guarantee you a parking space on campus, it does allow you to park in designated lots. UCF also has metered parking spaces. You can park your bicycle on campus free of charge. For more information on parking, visit parking.ucf.edu.

Out-of-state drivers

If you're moving from another state, consider whether or not you'll keep your out-of-state license plate or get a Florida plate. If you plan to stay in Orlando long-term, it's best to change your license plate, driver's license and car insurance. Note: Florida does not have mandatory car inspection. For more information, check with the Florida Department of Highway Safety and Motor Vehicles at www.flhsmv.gov.



Need Something *on* Campus?



UCF has a wide range of services on campus and virtually that help students succeed in school and with their personal development. You can eat, see a doctor, shop for certain items, manage your money and seek personal support without leaving the campus. Please visit the UCF Student Services website for an extensive list of student resources (www.ucf.edu/services).



Health & Wellness

As a UCF student you have access to the Health Center. You can see a doctor and fill prescriptions (sometimes at a discounted rate) on campus. Students also have access to mental health services on campus. Additionally, UCF students can access a number of services, health, and diet assessments at the Recreation and Wellness Center.



Health & Wellness Contacts:

Counseling and Psychological Services	407-823-2811	caps.sdes.ucf.edu
UCF Student Health Services	407-823-2701	studenthealth.ucf.edu
UCF Pharmacy	407-UCF-MEDS	studenthealth.ucf.edu/services/pharmacy
Wellness & Health Promotion Services	407-823-5841	whps.sdes.ucf.edu

Your Safety

Wherever you live, you should think about your safety. Please note these simple points:

- Don't let anyone you don't know inside your residence
- Ask for your doors to be re-keyed before you move in
- Lock windows and doors at all times
- Contact management immediately if any safety locks or devices need repair
- Use the Blue Light Emergency Phones when you are on campus
- Avoid placing hidden keys outside your residence and never lend keys out
- Learn your escape routes for fires or storms
- Exit immediately if there is a fire, leave your valuables, and stay low if there is heavy smoke
- Respond to all alarms in your building or community
- Avoid using an ATM at night, alone, in dark and/or isolated areas, and places with hedges and bushes nearby, or if you feel that the ATM has been tampered with
- Don't post private information such as your address, phone number, schedule, etc., on social networking sites
- Keep your phone charged and carry an extra charger



IMPORTANT NUMBERS

If you need help contact:

Orange County Sheriff's Office	407-836-4357	ocso.com/contact
Seminole County Sheriff's Office	407-665-6650	seminolesheriff.org
UCF Police Department	407-823-5555	police.ucf.edu
UCF Student Escort Patrol Services (SEPS)	407-823-2424	parking.ucf.edu/safe-escort
UCF Victim Services	407-823-1200	ucf.edu/services/s/victim-services

Weather Warnings

UCF is in the Sunshine State, but Florida isn't always sunny — sometimes severe weather is a cause to take action. Tune in to your local radio or TV stations for the latest news. Local media have a system in use to gauge the severity of the weather.

- A **watch** is often a first alert, and it indicates that weather poses a possible threat
- A **warning** is when dangerous conditions are developing. Find a safe place immediately.

When a hurricane is approaching Central Florida, go home to your permanent address if driving conditions are safe. If you are unable to leave for any reason, locate the nearest shelter as soon as possible. Some apartment communities organize shelters for their residents, so check with management.

Preparing for severe weather

- Secure outdoor equipment and bring in loose items
- Board or cover windows
- Check your emergency supplies such as non-perishable foods, bottled water, medicines, first aid kit, flashlight, batteries, extra cash, battery-operated radio, etc.
- Fill your car's gas tank

For more emergency preparation tips, visit UCF's Environmental Health & Safety website at **www.ehs.ucf.edu**.

EMERGENCY CONTACT INFO

Orange County Emergency Management:

Call 407-836-9140 or visit **www.ocoem.com**

Seminole County Emergency Management:

Call 407-665-8000 or visit

www.seminolepublicsafety.org

**TIP**

Log on to
ucf.offcampuspartners.com
 to start your roommate search.

Tips *on* Finding *a* Roommate

Having a roommate cuts down on the costs and responsibilities of off-campus living. Student apartment communities can help find a roommate for you if you can't find one on your own. If you do find a roommate on your own, look for someone with similar habits.

Here are a few tips on finding the right roommate:

- Be patient and careful — don't make any impulsive decisions
- Fill out the roommate preferences form on page 11 and clearly communicate your answers
- Check their credit and do a background check, if appropriate
- Bring a friend and meet in a public place — never go someplace alone or private
- Call Student Neighborhood Relations at 407-823-4427 if you need help

Moving In *with* Your Roommate

Once you have chosen a roommate and moved in, continue to protect yourself. The following tips should help you if you are living in a conventional apartment:

- Arrange to pay the landlord directly, if possible
- Pay with a check or money order if your roommate collects the rent — never in cash
- Inquire about signing separate leases — your landlord may oblige
- Avoid co-signing for a roommate — have their parents or someone else co-sign
- Keep your room locked and valuables safe at all times even when you are present

My Ideal Roommate

Finding the right roommate is essential to having a positive experience in college. Start thinking about how you live and what you prefer early — that way, you'll find the best fit for you. Fill out the survey below and prepare to tell future roommates about yourself.

HOW DO YOU LIVE?

1. I study in the apartment / library about ____ times a week.
2. I do / do not need quiet time and my best time to study is _____.
3. I do / do not cook in the apartment, and eat breakfast / lunch / dinner at home.
4. I do / do not drink alcoholic beverages and do / do not use drugs.
I do / do not mind if my roommate does either of these. As for parties, I feel _____.
5. Overnight guests are / aren't allowed.
6. Each person should be responsible for their own groceries / bills / cleaning.
7. On a scale from 1 - 5 for cleanliness, I'm about a _____.
8. A set schedule is / is not desired for chores.
9. If I am upset, I expect my roommate to _____.
If my roommate is upset, I prefer to _____.
10. I rarely / sometimes / often need time alone. I am a private / social person.
11. I don't mind / avoid sharing my things.
12. I don't like / don't mind lending money.

Other important things about me and/or the roommate I want:

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My Apartment Checklist

Use this checklist to compare up to three apartments.

LEASE

APT 1 2 3

How much is rent?			
How long is the lease (7, 9 or 12 months)?			
Is subleasing allowed?			
How much is the security deposit?			
Option for early lease termination?			
How much advance notice is required for lease termination?			
Can rent be increased at anytime during lease?			
Do I understand the requirements for a full refund of security deposit?			
Am I clear who pays for water/sewage/garbage/etc.?			
Do I understand whom to call for emergencies?			
Is there a list of rules and regulations for residents?			
Is there an occupancy limit?			
Are pets allowed?			
Is there an extra pet fee?			

AMENITIES

APT 1 2 3

Stove			
Microwave			
Refrigerator			
Cable/Internet/phone			
Working faucets/toilets/drains			
Adequate storage space			
Pool			
Fitness center/workout room			
Laundry facilities			
Balcony or patio			
Furniture			
Adequate study space			
Resident parking			
Guest parking			

SECURITY

APT 1 2 3

Fire sprinkler system			
Smoke detectors (If required, who replaces the battery?)			
Security system			
Fire extinguishers			
Adequate outdoor safety lighting			
Outdoor surveillance system			
Property gate			
Guard station/on-site security			

TEAR ALONG DOTTED LINE

THE UCF CREED

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

INTEGRITY

I will practice and defend academic and personal honesty.

SCHOLARSHIP

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

COMMUNITY

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

CREATIVITY

I will use my talents to enrich the human experience.

EXCELLENCE

I will strive toward the highest standards of performance in any endeavor I undertake.



Quick Contact List

IMPORTANT WEBSITES

UCF	www.ucf.edu
Student Neighborhood Relations	nrse.sdes.ucf.edu
National Hurricane Center	www.nhc.noaa.gov
State of Florida Emergency Management	www.floridadisaster.org

UCF

Counseling and Psychological Services	caps.sdes.ucf.edu
Parking and Transportation Services	parking.ucf.edu
Student Escort Patrol Service	police.ucf.edu/knightride
Student Health Services	studenthealth.ucf.edu
Student Legal Services	sls.sdes.ucf.edu
Student Union	studentunion.ucf.edu
UCF (main line)	www.ucf.edu/contact-ucf
UCF Housing (On and UCF Affiliated Housing)	www.housing.ucf.edu
UCF Police Department	police.ucf.edu
Victim Services	www.victimservices.ucf.edu

Emergency Management

Orange County Emergency Management	www.orangecountyfl.net/EmergencySafety
Seminole County Emergency Management	www.seminolecountyfl.gov/locations/emergency-management.shtml

Off-campus Law Enforcement

Orange County Sheriff's Department	www.ocso.com
Oviedo Police Department	www.cityofoviedo.net/186/Police
Seminole County Sheriff's Department	www.seminolesheriff.org
Winter Park Police Department	wppd.org

Complaints

Better Business Bureau of Central Florida	www.bbb.org/us/fl/orlando
Florida Division of Consumer Services	www.freshfromflorida.com/Divisions-Offices/Consumer-Services
Florida Housing Discrimination Hotline	www.hud.gov/states/florida/homeowner-ship/fairhsg

IMPORTANT NUMBERS

Emergency	911
Student Neighborhood Relations	407-823-4427
Student Union	407-823-3677
Victim Services	407-823-1200
Seminole County Emergency Management	407-665-5102
Orange County Sheriff's Department	407-254-7000
Seminole County Sheriff's Department	407-665-6600



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NRSE.SDES.UCF.EDU

Division of Student Development and Enrollment Services